

Section 8 Contract Administrators **LOCCS-WEB Guide**

July 27, 2000



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Chapter 1. Introduction to LOCCS-WEB

1.1 What is LOCCS-WEB?

The Line of Credit Control System (LOCCS) is the Departments primary disbursement and cash management system, and currently manages disbursements for the majority of HUD Programs. LOCCS automates many recipient payment decisions, and now will include Section 8 Contract Administrators (CA's). LOCCS provides cash management savings through the use of electronic funds transfer, and ensures payments are made in a timely manner, but not in excess of the recipients cash needs.

A LOCCS-WEB front end, allows authorized CA's, or representatives to access LOCCS through HUD's Secure Systems. Once LOCCS-WEB access has been authorized, the user is allowed to view a wide range of HAP contract level information regarding HUD contract payments to the CA, and/or HUD payments made directly to the HAP owner. LOCCS is the entry point for Contract Payment Requisition Schedules (HUD-52663), and Contract Year-End Settlement information. The goal of the LOCCS-WEB Section 8 Contract Administrator module is to provide an entry mechanism for these forms, and provide CA's access to their contract portfolio and related information.

1.2 LOCCS-WEB Roles

Secure Systems allows system level roles to be established, and the use of those roles are defined by each systems. LOCCS-WEB has defined 4 user-type roles. The following table defines the roles and their use in LOCCS-WEB.

LOCCS-WEB Roles		
Role Code	Description	Remarks
QRY	Query	Query access allows viewing of <u>any</u> contract within the CA's portfolio.
REQ	Entry of the Payment Requisition form (HUD-52663)	Allows entry of a HUD-52663 <u>only</u> on a contracts assigned to the user by the CA Coordinator.
YES	Entry of Year-End Settlement	Allows entry of a Year-End settlement <u>only</u> on a contracts assigned to the user by the CA Coordinator.
ADM	Administrator	Allows updating of e-mail addresses for LOCCS correspondence, and the requesting of e-mail reports. The Administrator role is a Wild Card entry for HUD-52663 and Year-End Settlements. The Administrator will be allowed to enter HUD-52663's and Year-End Settlement's for <u>any</u> contract in the LOCCS portfolio.

Chapter 2. Accessing LOCCS-WEB

2.1 Secure Systems Main Menu

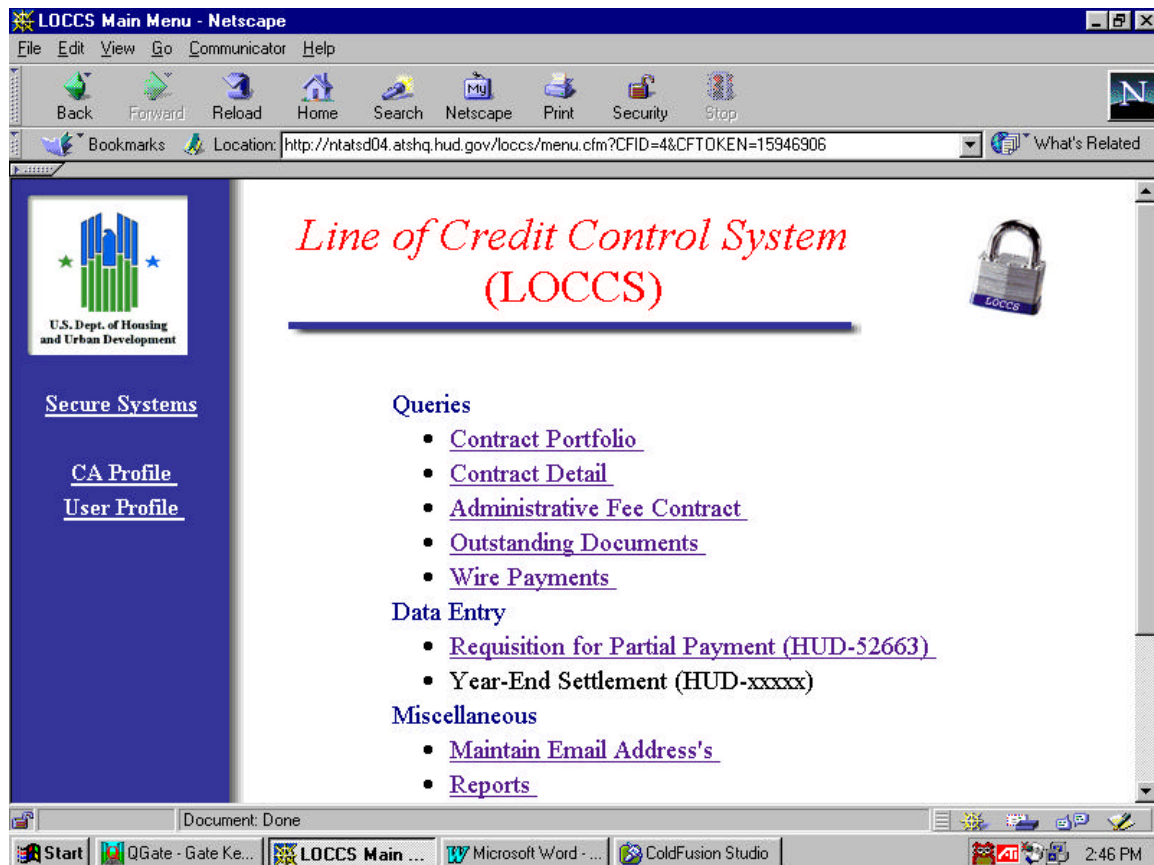
Assuming Secure Systems and LOCCS system access has been granted, the main menu of Secure Systems will have a Line of Credit Control System hyperlink. The screen below is similar to what will be displayed.



Clicking on the hyperlink will access the LOCCS main menu....

2.2 LOCCS-WEB Main Menu

The main menu will display options depending on the LOCCS roles assigned by the CA Coordinator.



On the left hand side of the menu are hyperlinks back to the Secure Systems menu and useful but less used LOCCS options. The main body of the menu contains frequently used hyperlinks. A Year-End Settlement hyperlink will be available in the near future.

2.3 *CA Profile*

From the main menu clicking CA Profile, displays Contract Administrator level information. Critical elements are the Fiscal Year End and ACC effective and expiration dates. The Fiscal Year End defines the ending date for each contract Budget Fiscal Year, of which the HUD-52663 and Year-End Settlement forms are aligned. The expiration date defines the last scheduled payment period LOCCS will pay against. Any scheduled payments beyond the expiration date will not be paid.

2.4 *Navigation*

Each screen will have the same basic components;

- ⇒ a screen identifier in the upper left,
- ⇒ [Home][Log Off][Bottom] links in the upper right,
- ⇒ Main menu links at the bottom
- ⇒ and HOME, Back to Top and Log Off logos at the bottom

Home will always take you to the LOCCS-WEB main menu. Bottom will take you to the bottom of the current screen, and Back to Top, the top of the current screen. On many screens bottom and top are not needed, since everything fits, however they are very useful on screens which display many rows of information, and you would like to quickly get to the bottom for counts and totals.

The screen identifier in the upper left will be useful when you incur a problem or communicating a question to HUD Staff. This will specifically tell the person what screen you are looking at.

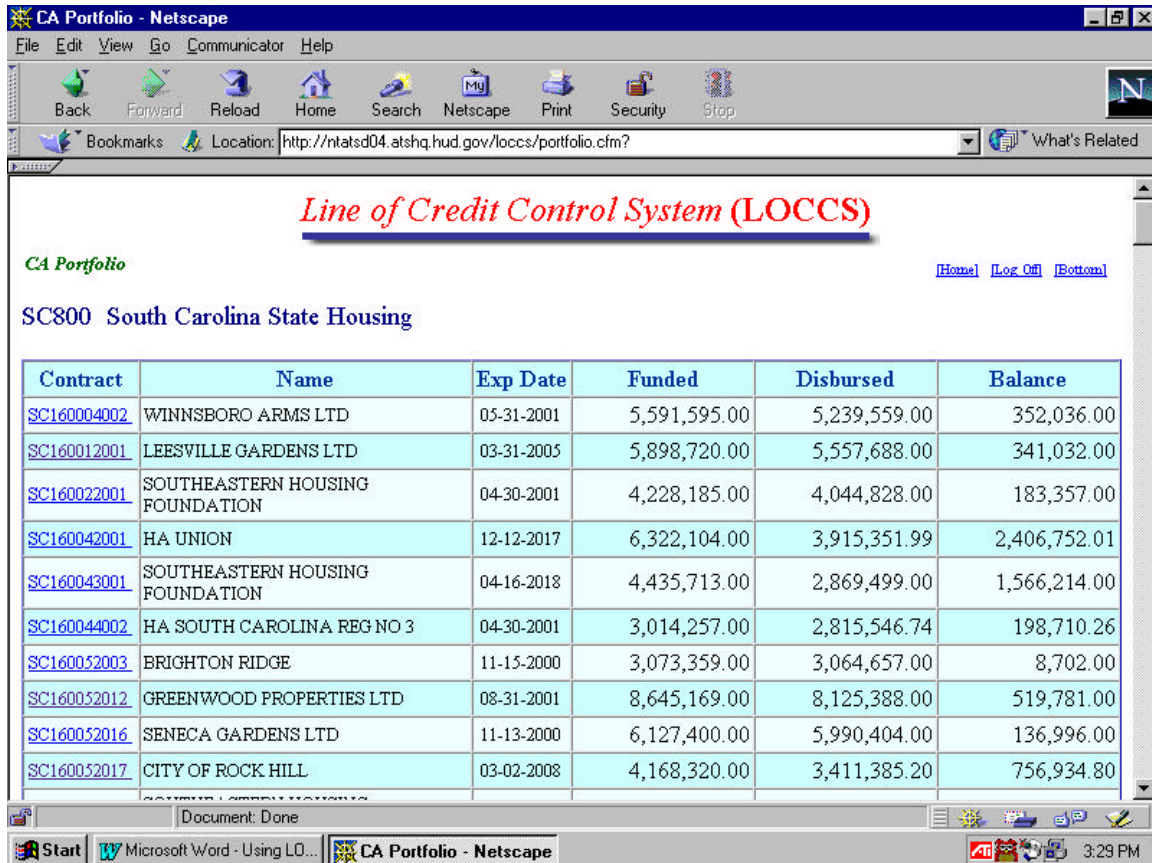
In addition to the Main menu links at the bottom, some screens also have customized links, and they will be noted when those screens are discussed.

2.5 *User Profile*

From the main menu clicking User Profile, displays your name and LOCCS roles assigned to you by the CA Coordinator.

2.6 Contract Portfolio

From the main menu clicking Contract Portfolio, displays the entire HAP portfolio assigned to the CA, with contract expiration and funding information.



CA Portfolio - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Stop

Bookmarks Location: <http://ntatsd04.atshq.hud.gov/loccs/portfolio.cfm?> What's Related

Line of Credit Control System (LOCCS)

CA Portfolio [Home](#) [Log Off](#) [Bottom](#)

SC800 South Carolina State Housing

Contract	Name	Exp Date	Funded	Disbursed	Balance
SC160004002	WINNSBORO ARMS LTD	05-31-2001	5,591,595.00	5,239,559.00	352,036.00
SC160012001	LEESVILLE GARDENS LTD	03-31-2005	5,898,720.00	5,557,688.00	341,032.00
SC160022001	SOUTHEASTERN HOUSING FOUNDATION	04-30-2001	4,228,185.00	4,044,828.00	183,357.00
SC160042001	HA UNION	12-12-2017	6,322,104.00	3,915,351.99	2,406,752.01
SC160043001	SOUTHEASTERN HOUSING FOUNDATION	04-16-2018	4,435,713.00	2,869,499.00	1,566,214.00
SC160044002	HA SOUTH CAROLINA REG NO 3	04-30-2001	3,014,257.00	2,815,546.74	198,710.26
SC160052003	BRIGHTON RIDGE	11-15-2000	3,073,359.00	3,064,657.00	8,702.00
SC160052012	GREENWOOD PROPERTIES LTD	08-31-2001	8,645,169.00	8,125,388.00	519,781.00
SC160052016	SENECA GARDENS LTD	11-13-2000	6,127,400.00	5,990,404.00	136,996.00
SC160052017	CITY OF ROCK HILL	03-02-2008	4,168,320.00	3,411,385.20	756,934.80

Document: Done

Start Microsoft Word - Using LO... CA Portfolio - Netscape 3:29 PM

2.7 Contract Portfolio Bottom

At the bottom of the screen are portfolio totals and customized portfolio links to sort the portfolio in expiration date order, and to show those contracts in the portfolio which contain future payment offsets.




CA Portfolio - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Stop

SC16T871008	SPRING VALLEY ELDERLY HSG INC	04-03-2011	3,273,040.00	1,830,304.00	3,442,330.00
SC16T871011	CANNON HOUSING INC	06-18-2011	4,432,800.00	1,332,018.00	3,100,782.00
SC16T871012	MILLNER ELDERLY HOUSING INC	05-17-2012	5,480,400.00	1,794,423.00	3,685,977.00
SC16T881002	PROPERTIES WEST INC	03-13-2011	2,346,050.00	638,942.00	1,707,108.00
SC16T881004	SIXTY-TWO PLAZA CENTRAL INC	07-02-2011	2,845,440.00	939,106.00	1,906,334.00
SC16T881005	CLARENCE MCKINNEY COURT INC	07-09-2011	2,498,880.00	764,350.00	1,734,530.00
SC16T881006	AIKEN APTS INC	04-22-2011	2,352,000.00	711,870.00	1,640,130.00
SC16T881007	ARBOR POINTE, INC ORANGE	09-04-2011	2,515,200.00	760,152.00	1,755,048.00
SC16T881009	GREENWOOD ELDERLY HSG	09-13-2010	5,163,120.00	1,941,686.00	3,221,434.00
SC16T881013	CHESTERFIELD COURTS	07-04-2011	4,514,400.00	1,317,167.00	3,197,233.00
Total Contracts: 198			1,010,385,265.00	806,251,147.88	204,134,117.12

[Portfolio by Exp Date](#) | [Portfolio-Offsets](#) |
[Wire Payments](#) | [Outstanding Documents](#) | [Select Contract](#) |

Home Back to Top

Last Modified: July 12, 2000

Document: Done

Start QGate - G... CA Port... Microsoft ... QuikSynQ... secure sys... PAS LOC... 10:21 AM

2.8 Contract Portfolio by Expiration Date

Clicking on Portfolio by Exp Date displays the portfolio sorted in earliest expiration date order. Any contracts which have already expired will have their expiration date displayed in red.

Line of Credit Control System (LOCCS)

CA Portfolio [Home](#) [Log Off](#) [Bottom](#)

SC800 South Carolina State Housing

Contract	Name	Exp Date	Funded	Disbursed	Balance
SC160056007	fleetwood manor	11-06-2000	7,979,954.00	7,656,286.00	323,668.00
SC160052016	SENECA GARDENS LTD	11-13-2000	6,127,400.00	5,990,404.00	136,996.00
SC160052003	BRIGHTON RIDGE	11-15-2000	3,073,359.00	3,064,657.00	8,702.00
SC160075029	OAK FOREST APTS.	11-20-2000	5,293,440.00	4,859,127.00	434,313.00
SC160075017	SOUTHEASTERN HOUSING FOUNDATION	11-25-2000	5,026,688.00	4,910,464.00	116,224.00
SC160075056	PARKWAY VILLAGE RENTAL TRUST	12-03-2000	14,438,804.00	14,399,244.00	39,560.00
SC160060001	GREENVILLE ARMS	12-07-2000	8,454,813.00	8,243,077.00	211,736.00
SC160072009	CANEBREAK APTS	12-11-2000	11,010,315.00	10,667,581.00	342,734.00
SC160075004	CAMBRIDGE APTS. TRUST ACCOUNT	12-14-2000	5,590,641.00	5,432,877.00	157,764.00
SC160075043	CLEARWATER APTS RENTAL ACCT	12-16-2000	9,884,856.00	9,839,008.00	45,848.00
SC160075025	CRESTVIEW VILLAGE APTS	12-16-2000	6,276,480.00	6,060,951.00	215,529.00
SC160075011	KALMIA APTS.	12-22-2000	9,012,400.00	8,869,148.40	143,251.60

2.9 Portfolio Offsets

Clicking on Portfolio Offsets displays those contracts in the portfolio which have an outstanding LOCCS offset to be applied to the next payment. LOCCS tracks 202 loan offsets, Year-End settlement receivables to be collected by offset, and any manual offset entered by HUD.

CA Portfolio Offsets - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Stop

Bookmarks Location: http://ntatsd04.atshq.hud.gov/loccs/portfolio_offsets.cfm What's Related

Line of Credit Control System (LOCCS)

CA Portfolio Offsets [Home](#) [Log Off](#) [Bottom](#)

SC800 South Carolina State Housing

----- Next LOCCS Payment Offset -----					
Contract No	Name	202 Loans	Year-End	Other	Total
SC160076114	LONGCREEK OXFORD ASSOC LTD PR*	0.00	0.00	-310,332.00	-310,332.00
SC160389201	CROFT HOUSE INC	11,082.72	0.00	0.00	11,082.72
SC16D891003	MR DEVELOPMENT	6,416.95	0.00	0.00	6,416.95
SC16D891004	SANDWOOD APTS	3,488.87	0.00	0.00	3,488.87
SC16D891005	BRIDGEWOOD APTS INC	6,650.68	0.00	0.00	6,650.68
SC16T781004	SHILOH-RANDOLPH MANOR	18,417.52	0.00	0.00	18,417.52
SC16T781007	PECAN GROVE/PINE RIDGE	15,324.60	0.00	0.00	15,324.60
SC16T781008	RICHLAND NORTH INC	3,416.44	0.00	0.00	3,416.44
SC16T781009	LEXINGTON SOUTH INC	3,750.89	0.00	0.00	3,750.89

Document: Done

Start QGate ... CA Po... Microso... QuikSy... secure ... PAS LO... portfolio... portfolio... 10:33 AM

2.10 Contract Detail

Clicking on any contract hyperlink on any of the portfolio screens will display the Contract Detail screen. The Contract Detail screen displays basic contract information including name, address of the property, effective/expiration dates of the contract and current funding.

Contract Detail [Home](#) [Log Off](#) [Bottom](#)

SC800 South Carolina State Housing

Contract SC160012001	
Name:	LEESVILLE GARDENS LTD
Address:	C O S CAROLINA NATL BANK
	1628 BROWNING RD
	COLUMBIA SC. 292100000
Miscellaneous	
1st Sched Pay Date:	08-01-2000
Effective Date:	11-01-1977
Expiration Date:	03-31-2005

Funding	
Funded:	5,898,720.00
Scheduled(+)	5,593,568.00
HAP Reserves(+)	305,152.00
Disbursed(-)	5,557,688.00
Dish in Process(-)	0.00
Project Balance:	341,032.00
Offsets	
Next Payment:	0.00

[Budget Schedule](#) | [Contract Payments](#) | [Contract Documents](#) | [Portfolio](#) | [Wire Payments](#) | [Outstanding Documents](#) | [Select Contract](#)

http://ntatsd04.atshq.hud.gov/loccs/proj_docs.cfm?proj_refno=20063&projno=SC160012001 10:45 AM

1st Sched Pay Date

A critical element on the screen is 1st Sched Pay Date, which will initially be blank for all contracts. It will automatically be filled in by LOCCS when the Contract Administrator Oversight Manager (CAOM) approves the 1st HUD-52663 for the contract. At that time the date will automatically be filled in and sent to TRACS. TRACS will stop any payment request sent through SprintMail by the HAP owner with a period on or after the 1st scheduled payment date to the CA. If a HAP owner request is received by TRACS with a period prior to the 1st scheduled payment date to the CA, TRACS will forward the request to LOCCS and LOCCS will make payment directly to the HAP owner. Likewise, all payments will be sent by TRACS from the HAP owner to LOCCS until the 1st HUD-52663 is approved by the CAOM, and LOCCS will continue to pay the HAP owner directly. This will provide uninterrupted payment to the HAP owner, in the event the CA is having problems getting everything together to take over full administration of the HAP contract.

This transition period is prime for potential double payment to the HAP owner. As part of the approval process, the CAOM will be notified there is a HAP payment already made or about to be made for the same period scheduled on the HUD-52663. The CAOM will make a decision to either cancel the TRACS HAP payment request and approve the HUD-52663, or the CAOM may decide to have the already received TRACS payment be paid directly to the HAP owner, and return the HUD-52663 to the CA for revision.

Funding definitions:

Funded: The total Budget Authority committed by HUD for the term of the contract LOCCS will not make payment beyond the Budget Authority balance.

Scheduled: The total disbursed to date by the project at the time of assignment to the CA plus the LOCCS calculated estimated payment needs of the contract until the expiration year of the contract. The estimate annual needs are based upon the last 12 months of disbursements made to the HAP owner at time of conversion to the CA.

HAP Reserves: Excess funds based on what was budgeted versus actually needed, which may be used to cover future budget years where the LOCCS estimate is low. This will allow a cushion for future rent increases or other unanticipated costs.

Disbursed: Funds disbursed against the contract, either to the HAP owner directly, or the CA.

Disbursed in Process: Generally should always be zero.

Balance: Remaining undisbursed Budget Authority.

Special Links:

The Budget Schedule, Contract Payments and Contract Documents screens can only be accessed through Contract Detail, which serves as a logical anchor point for this information.

2.11 Budget Schedule

Clicking on the Budget Schedule link displays the Budget Schedule screen.

Line of Credit Control System (LOCCS)

Budget Schedule [Home](#) [Log Off](#) [Bottom](#)

SC800 South Carolina State Housing

Contract SC160076021, CAMBRIDGE APTS


Fiscal Year	From Date	To Date	Est/Sched(+)	Disbursed(-)	HAP Reserves(+)	Balance
2000	05-31-1984	07-31-2000	3,435,267.00	3,435,267.00	294,920.00	294,920.00
2001	08-01-2000	06-30-2001	300,000.00	0.00	0.00	300,000.00
2002	07-01-2001	06-30-2002	219,048.00	0.00	0.00	219,048.00
2003	07-01-2002	06-30-2003	219,048.00	0.00	0.00	219,048.00
2004	07-01-2003	06-30-2004	149,317.00	0.00	0.00	149,317.00
Totals			4,322,680.00	3,435,267.00	294,920.00	1,182,333.00


Conversion Year

[SC160076021](#)

[Portfolio](#) | [Wire Payments](#) | [Outstanding Documents](#) | [Select Contract](#)

The Budget Schedule screen displays the budget years of the contract and the prorated budget estimate calculated by LOCCS at the time of CA conversion. Again the per year estimate is based on the last 12 months of disbursements on the project. It is purely an estimate that if insufficient, LOCCS will automatically self adjust the scheduled amount to what is approved by the CAOM from the HUD-52663. This process will use any HAP reserve funds first, and once that is exhausted, borrow estimated scheduled funds from future years. This process assumes that Housing analysis will see a shortfall in funding prior to those funds actually being needed in future years.

A circle  next to the first funding year represents a conversion year where all disbursements and funding is rolled up into a single year.

Although not on the screen, a diamond  will be displayed next to a budget year once the CAOM has approved a Year-End settlement submitted by the CA. Both a circle and a diamond represent a closed year where no more scheduled payments (HUD-52663) adjustments may be made.

Once a CAOM approves a HUD-52663 for a budget fiscal year, the year will be an underlined hyperlink, taking you to a Budget Year Payment Schedule detail screen.

At the bottom of the screen is a customized hyperlink with the contract number. This will be a quick link back to the Contract Detail Screen. This customized link will be on all the subsidiary detail screens from the Contract Detail anchor screen.

2.12 Contract Payments

Clicking on the Contract Payments link at the bottom of the Contract Detail screen displays the Contract Payments screen. It provides payment level information with the most recent payments first. CA scheduled payments will have a LOCCS generated voucher number beginning with 'CA' followed by a 10 digit payment reference number, and the Source column will have HUD-52263. The Scheduled Amount represents what was actually scheduled from the HUD-52663 or requested through TRACS. The offset indicates any LOCCS offset applied to the scheduled amount, and wired balance represents the amount (if any) wired for payment.

A future (next release...don't ask when) will have a hyperlink on the voucher number to display more detail voucher information.

Contract Payments - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Stop

Bookmarks Location: http://ntatsd04.atshq.hud.gov/loccs/proj_payments.cfm?proj_refno=20652&projno=SC160076021 What's Related

Line of Credit Control System (LOCCS)

Contract Payments [Home](#) [Log Off](#) [Bottom](#)

SC800 South Carolina State Housing

Contract **SC160076021**, CAMBRIDGE APTS Past 12-month total: **217,987.00**

Voucher	Source	Period	Sched Amount	Offset	Wired Amount	Status
000700208300	TRACS	07-2000	17,855.00	0.00	17,855.00	Paid
000600087500	TRACS	06-2000	17,793.00	0.00	17,793.00	Paid
000500150600	TRACS	05-2000	17,450.00	0.00	17,450.00	Paid
000400111100	TRACS	04-2000	18,986.00	0.00	18,986.00	Paid
000300273400	TRACS	03-2000	20,783.00	0.00	20,783.00	Paid
000200116600	TRACS	02-2000	18,912.00	0.00	18,912.00	Paid
000100140000	TRACS	01-2000	20,278.00	0.00	20,278.00	Paid
991200603600	TRACS	12-1999	18,491.00	0.00	18,491.00	Paid
991100115300	TRACS	11-1999	17,552.00	0.00	17,552.00	Paid
991000091600	TRACS	10-1999	17,519.00	0.00	17,519.00	Paid

Document: Done

Start QGate - Gate Ke... Contract Pay... Microsoft Word - ... ColdFusion Studio 2:52 PM

2.13 Contract Documents

Clicking on the Contract Documents link at the bottom of the Contract Detail screen displays any submitted Contract Documents and their status. Currently only the HUD-52663 is tracked, but in the future the submitted Year-End settlement for the contract will also be tracked. The documents are displayed in most recently submitted document order.

Contract Documents - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Stop

Bookmarks Location: http://ntatsd04.atshq.hud.gov/loccs/proj_docs.cfm?proj_refno=20652&projno=SC160076021 What's Related

Line of Credit Control System (LOCCS)

[Contract Documents](#) [\[Home\]](#) [\[Log Off\]](#) [\[Bottom\]](#)




Contract **SC160076021**, CAMBRIDGE APTS

Reference	Document	FY	Action	Remarks
1779785	HUD-52663	2001	Submitted	07-23-2000 at 01:40 by Massachusetts Housing Finance
			Approved	07-23-2000 at 01:40 by JOSEPH MOZZER JR.

Total Documents: 1

[| SC160076021 |](#)

[| Portfolio |](#) [Wire Payments](#) [| Outstanding Documents |](#) [Select Contract |](#)

 [Home](#)  [Back to Top](#) 

Last Modified: July 12, 2000

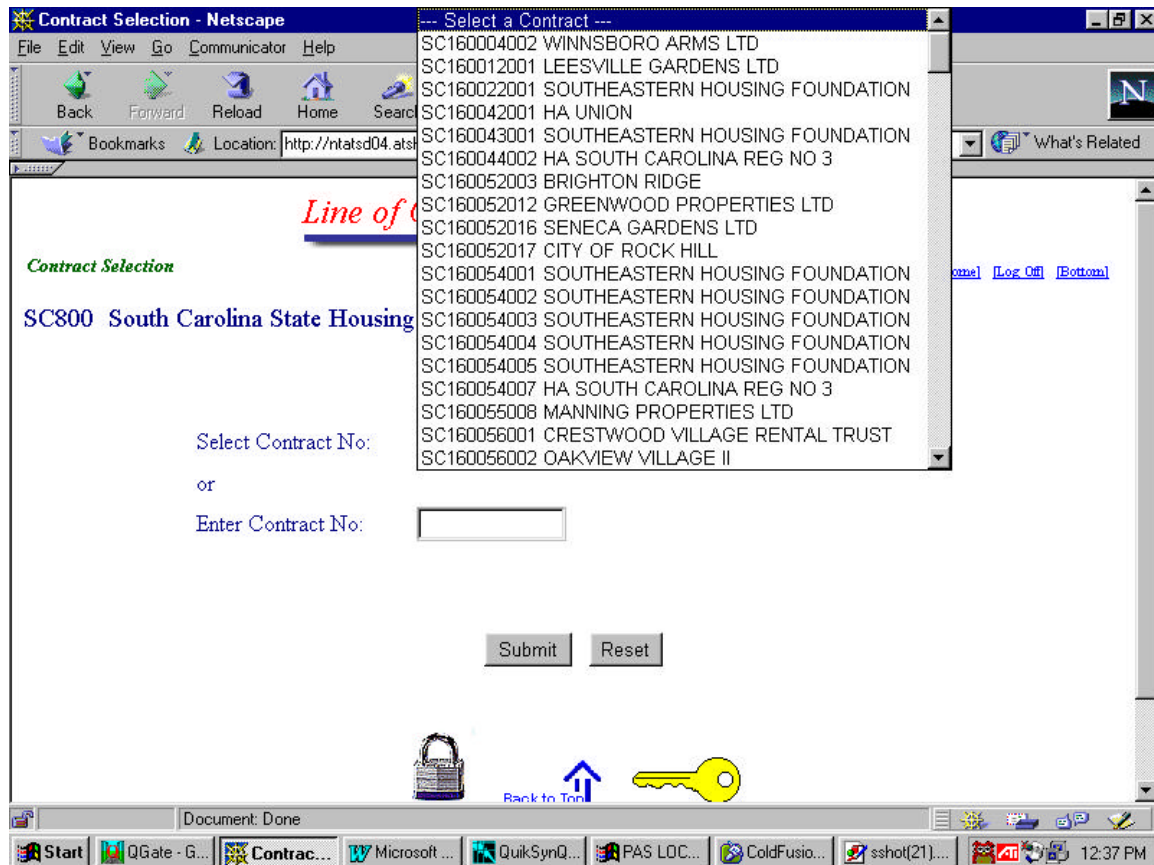
Document: Done

Start QGate - Gate Ke... Contract Doc... Microsoft Word - ... ColdFusion Studio 2:53 PM

If there is a hyperlink under the CAOM action text, it represents a reason or comment entered by the CAOM. Clicking on the hyperlink will display those comments.

2.14 Contract Selection

From the main menu clicking Contract Detail, displays a Contract Selection screen, from which a contract may be chosen from the dropdown or manually entered. Clicking the submit will take you to the Contract Detail screen previously discussed.



2.15 Administrative Fee Contract

From the main menu clicking Administrative Fee Contract, displays the Administrative Fee Contract established for administrative fee payments. Any admin fee payments made against this contract may be viewed clicking on the Contract Payments hyperlink at the bottom of the screen.

The screenshot shows a Netscape browser window titled "Admin Fee Contract - Netscape". The address bar shows a URL starting with "http://". The browser's menu bar includes File, Edit, View, Go, Communicator, and Help. The toolbar contains icons for Back, Forward, Reload, Home, Search, Netscape, Print, Security, and Stop. The main content area displays the "Line of Credit Control System (LOCCS)" in red text. Below this, the "Admin Fee Contract" is shown for "SC800 South Carolina State Housing". The contract details are organized into two main sections: "Contract SC800CC0001" and "Funding".

Contract SC800CC0001	
Name:	Administrative Fee Contract
Miscellaneous	
Effective Date:	2000-06-01
Expiration Date:	2003-05-31

Funding	
Funded:	390,000.00
Disbursed	0.00
Disb in Process	0.00
Contract Balance:	390,000.00

Offsets	
Next Payment:	

At the bottom of the page, there are several hyperlinks: [Contract Payments](#), [Portfolio](#), [Wire Payments](#), [Outstanding Documents](#), and [Select Contract](#). The browser's status bar at the bottom shows the taskbar with various application icons and the system clock displaying 12:54 PM.

2.16 Outstanding Documents

From the main menu clicking Outstanding Documents, displays any Outstanding Documents requiring action by the CAOM or the CA. The only time a document would appear requiring action by the CA would be if the CAOM disapproves a document with CA modifications. Clicking on the document hyperlink allows Query only viewing of the document.



Line of Credit Control System (LOCCS)

Outstanding Documents [Home](#) [Log Off](#) [Bottom](#)

SC800 South Carolina State Housing

Document	Date Submitted	Contract No	Fiscal Year	Name	Pending
HUD-52663	07-21-2000 02:41	SC160012001	2001	LEESVILLE GARDENS LTD	CAOM Review
Total Documents: 1					

[Portfolio](#) | [Wire Payments](#) | [Select Contract](#) |

 [Back to Top](#) 

Last Modified: July 12, 2000

2.17 Wire Payments

From the main menu clicking Wire Payments, displays any Payments made by LOCCS to the CA. All HAP payments will be rolled up into a single wire transfer for any scheduled payment date. Administrative fee payments will be a separate wire transfer, even if the same bank and account are used on the 1199 Direct Deposit form. The remarks indicate an anticipated account deposit date. Once the schedule has been confirmed by Treasury an actual deposit date will be displayed. It should be noted this is a Treasury aggregate “schedule” deposit date and does not guarantee every individual wire transfer on a schedule was successful.



Line of Credit Control System (LOCCS)

Wire Payments [Home](#) [Log Off](#) [Bottom](#)

SC800 South Carolina State Housing

LOCCS Generated	Wire Reference	Amount	Remarks
08-01-2000	LH7043-00001	59,090.00	estimated deposit on 2000-08-03
08-01-2000	LH7046-00834	19,575.00	estimated deposit on 2000-08-03

[Portfolio](#) | [Outstanding Documents](#) | [Select Contract](#) |

 [Back to Top](#) 

Last Modified: July 12, 2000

Clicking on the wire reference link displays detail contract/admin fee payment information.

2.18 Schedule Detail

Clicking on the wire reference link from the Wire Payment screen displays schedule detail payment information.

Schedule Detail - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Stop

Bookmarks Location: d04.atshq.hud.gov/loccs/ca_sched_detail.cfm?sched_no=LH7043&dd_master_id=LH704300001 What's Related

Line of Credit Control System (LOCCS)



Schedule Detail [Home](#) [Log Off](#) [Bottom](#)

SC800 South Carolina State Housing

Wire Reference: LH7043-00001

Contract	Name	Period	Scheduled	Offset	Wired Amount
SC160052012	GREENWOOD PROPERTIES LTD	08-2000	54,545.00	0.00	54,545.00
SC160012001	LEESVILLE GARDENS LTD	08-2000	4,545.00	0.00	4,545.00
Total:			59,090.00	0.00	59,090.00

[Portfolio](#) | [Wire Payments](#) | [Outstanding Documents](#) | [Select Contract](#) |

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Last Modified: July 12, 2000

Document: Done

Start QGate - G... Schedul... Microsoft ... QuikSynQ... PAS LOC... ColdFusio... 1:25 PM

2.19 Requisition for Partial Payment (HUD-52663) Selection

From the main menu clicking on HUD-52663 displays a HUD-52663 Contract entry screen. Either select a contract from the dropdown or manually enter a contract number and fiscal year. A HUD-52663 may not be entered for any closed fiscal year, or more than 90 days prior to the beginning of the fiscal year.

Document Selection - Netscape

File Edit View Go Communicator Help

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Bookmarks Location: http://ntatsd04.atst

Requisition for Partial Payment
(HUD-52663)

SC800 South Carolina State Housing

Select Contract No:

or

Enter Contract No:

Fiscal Year:

Submit Reset

Document: Done

Start QGate - G... Docume... Microsoft ... QuikSynQ... PAS LOC... ColdFusio... 1:30 PM

2.20 *Requisition for Partial Payment (HUD-52663) New Entry*

For the 1st contract schedule requisition, LOCCS will calculate the number of months remaining in the 1st fiscal year and pre-fill the dropdown selection in box 2. Name/Address/Contract Number and Fiscal Year End are all pre-filled by LOCCS and cannot be changed. The number of months remaining in the 1st fiscal year that you would like to build a payment schedule against may be changed. This would be an instance where a HAP TRACS payment has already been submitted, and you want the payment schedule to begin a month later.

Line 13 is the only box requiring entry. Line 21 Paid in equal installments is the default selection on the 1st HUD-52663 for each fiscal year, and LOCCS will automatically evenly spread the amount entered in line 13 with the number of months selected in box 2. Payments are in whole dollars with any rounding adjustments made to the last month. If for some reason a non-even spread is necessary, click the Paid in Unequal Installments radio button, and the monthly installment boxes in line 22 are unprotected. Manual monthly amounts may then be entered.

Once the form is complete, click on the submit button for processing. The form will not be processed if line 13 does not equal line 23a which is automatically calculated from the sum of the entered monthly amounts in line 22. This would only occur if manual unequal payments were entered and your math or typing is not quite as good as the computers.

Once submitted the document will be waiting CAOM review. The status of the document may be viewed from the Outstanding Documents query from the main menu, and the Contract Documents query from the Contract Detail screen.

If you need to adjust or pull back the HUD-52663, simply reenter the contract and fiscal year from the HUD-52663 entry screen. LOCCS will detect a pending document and return that information. You may adjust the document and resubmit, or Delete the pending document with the Delete Document button at the bottom of the screen.

Form HUD-52663 - Netscape

File Edit View Go Communicator Help

Requisition for Partial Payment of Annual Contributions
Section 8 Housing Assistance Payments Program

and Urban Development
Office of Public and Indian Housing

Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless that collection displays a valid OMB control number. Authority for this collection of information is the Housing and Community Development Act of 1987. Housing Agencies (HAs) required to maintain financial reports in accordance with accepted accounting standards too permit timely and effective audits. The financial records identify the amount of annual contributions that are received and disbursed by HAs. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

1. Date of Requisition (mm/dd/yy) 07/23/2000

2. No. of Months in 1st FY 11

3. Public Housing Agency (HA) (Name and Address)
South Carolina State Housing
929 Bulff Road
Columbia SC

3. Project No. SC160076021

5. Housing Program Type N/A

6. Fiscal Year Ending Date June 2001

7. Number of Units under Lease to Eligible Families as of Date of Requisition N/A

8. Average Monthly Housing Assistance Payment Per Unit as of Date of Requisition N/A

9. Estimated Number of Units to be Under Lease at End of Requested Year N/A

10. Unit Months Under Lease Year to Date N/A

11. Average Monthly Housing Assistance Payment Per Unit Year to Date N/A

12. Preliminary Administrative and General Expense

13. Estimated Housing Assistance Payments (Account 4715) 300,000

14. Estimated Ongoing Administrative Fee

19. Adjustment to Requisition (Difference of Line 17 and Line 18. Do not use brackets) 300,000

20. Total Payment Requirement for Requested Year (Line 19 plus or minus adjustment on Line 19 if revised requisition. Total must equal Line 17) 300,000

21. ☒ Paid in Equal Installments (Original Requisition Only) ☐ Paid in Unequal Installments

22. Establishment	Jul 2000	Aug 2000	Sep 2000	Oct 2000	Nov 2000	Dec 2000
HA Total	0	27,272	27,272	27,272	27,272	27,272
HUD Revision						
Installation	Jan 2001	Feb 2001	Mar 2001	Apr 2001	May 2001	Jun 2001
HA Total	27,272	27,272	27,272	27,272	27,272	27,280
HUD Revision						

23a. Total (HA) \$ 300,000

23b. Total (HUD) N/A

23c. Revised Monthly Installments Begin Month Of: N/A

I Certify that (1) housing assistance payments have been or will be made only in accordance with Housing Assistance Payment Contracts or Housing Voucher contracts in the form prescribed by HUD and in accordance with HUD regulations and requirements; (2) units have been inspected by the HA in accordance with HUD regulations and requirements; and (3) this requisition for annual contributions has been examined by me and to the best of my knowledge and belief is true, correct and complete
Warning HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Title of Authorized HA Official
Signature
Date (mm/dd/yy)

Title of Authorized HUD Approving Official
Signature
Date (mm/dd/yy)

Submit Reset Cancel

Document: Done

Start QGate - G... Form H... Microsoft... QuikSynQ... PAS LOC... ColdFusio... 1:44 PM

2.21 Requisition for Partial Payment (HUD-52663) Revised

Bringing up an already approved schedule will result in LOCCS pre-filling line 18 and the Paid in unequal installments radio button is the only option. If LOCCS has paid any of the scheduled months, they will be in red and protected from modification. Changes may only be made to unpaid months on the schedule.

Form HUD-52663 - Netscape

File Edit View Go Communicator Help

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13. Estimated Housing Assistance Payments (Account 4715)	300,000
14. Estimated Ongoing Administrative Fee	0
15. Estimated Hard-to-House Fee (Existing Housing Certificates and Vouchers Only)	0
16. Independent Public Accountant Audit Costs (Section 8 Only)	0
17. Total Funds Required to End of Requested Year (Sum of Lines 12 through 16)	300,000
18. Payments Previously Approved for the Fiscal Year (applicable only to revised requisitions)	300,000
19. Adjustment to Requisition (Difference of Line 17 and Line 18. Do not use brackets)	0
20. Total Payment Requirement for Requested Year (Line 18 plus or minus adjustment on Line 19 if revised requisition. Total must equal Line 17)	300,000

☒ Paid in Unequal Installments

22. Installment	Jan 2000	Aug 2000	Sep 2000	Oct 2000	Nov 2000	Dec 2000
HA Total	0	27,272	27,272	27,272	27,272	27,272
HUD Revision						
Installment	Jan 2001	Feb 2001	Mar 2001	Apr 2001	May 2001	Jun 2001
HA Total	27,272	27,272	27,272	27,272	27,272	27,280
HUD Revision						

23a. Total (HA)	23b. Total (HUD)	23c. Revised Monthly Installments Begin Month Of:
\$ 300,000	N/A	N/A

Document: Done

Start QGate - Gate... Form HUD... Microsoft Wo... PowerBuilder... LOCCS for W... 2:29 PM

2.22 Add/Modify Email Addresses Primary

Clicking Add/Modify Email Addresses from the main menu displays the Email Add/Modify screen. The Primary Email address will be maintained in the AREMS system and provided to LOCCS. Since LOCCS will produce reports for email distribution, additional email addresses may be maintained. LOCCS will send all email activity to ALL the addresses maintained in LOCCS-WEB.

CA Email Distribution - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Stop

Bookmarks Location: <http://ntatsd04.atshq.hud.gov/loccs/contacts.cfm?> What's Related

Line of Credit Control System (LOCCS)

[Add/Modify Email Address Distribution](#) [\[Home\]](#) [\[Log Off\]](#) [\[Bottom\]](#)

SC800 South Carolina State Housing



PRIMARY Email Address:

Name : South Carolina State Housing

Email :

ADDITIONAL Email Addresses: (Click the name link to modify or delete)

Name	EMail	Phone	ext.
<input type="button" value="Add"/>			

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Last Modified: July 12, 2000

Document: Done

Start QGate - Gate... CA Email ... Microsoft Wo... PowerBuilder... LOCCS for W... ColdFusion S... 2:40 PM

Click the Add button to add additional email addresses.

2.23 Add/Modify Email Addresses Detail

Clicking the Add button displays detail email entry screen. Enter the required information and click on the Submit button. Minimally, Name and Email are required entries on this screen.

The screenshot shows a Netscape browser window titled "Add Email Address - Netscape". The address bar displays "http://ntatsd04.atshq.hud.gov/loc/cs/addcontacts.cfm". The main content area features the title "Line of Credit Control System (LOCCS)" in red, underlined text. Below this, there is a link "Add Report Distribution" and navigation links "Home", "Log Off", and "Bottom". The text "SC800 South Carolina State Housing" is displayed. A purple-bordered box titled "UPDATE Email Address:" contains four input fields: "Name", "EMail", "Tel.No.", and "Ext.". To the right of these fields are three buttons: "Submit", "Reset", and "Cancel". Below the form, there are three icons: a padlock labeled "Home", a blue arrow pointing up labeled "Back to Top", and a yellow key. At the bottom of the page, it says "Last Modified: July 12, 2000". The Windows taskbar at the bottom shows the Start button and several open applications: "QGate - G...", "Add Em...", "Microsoft ...", "PowerBuil...", "LOCCS for...", and "ColdFusio...". The system clock shows "2:42 PM".



UPDATE Email Address:

Name :

EMail :

Tel.No.:

Ext. :

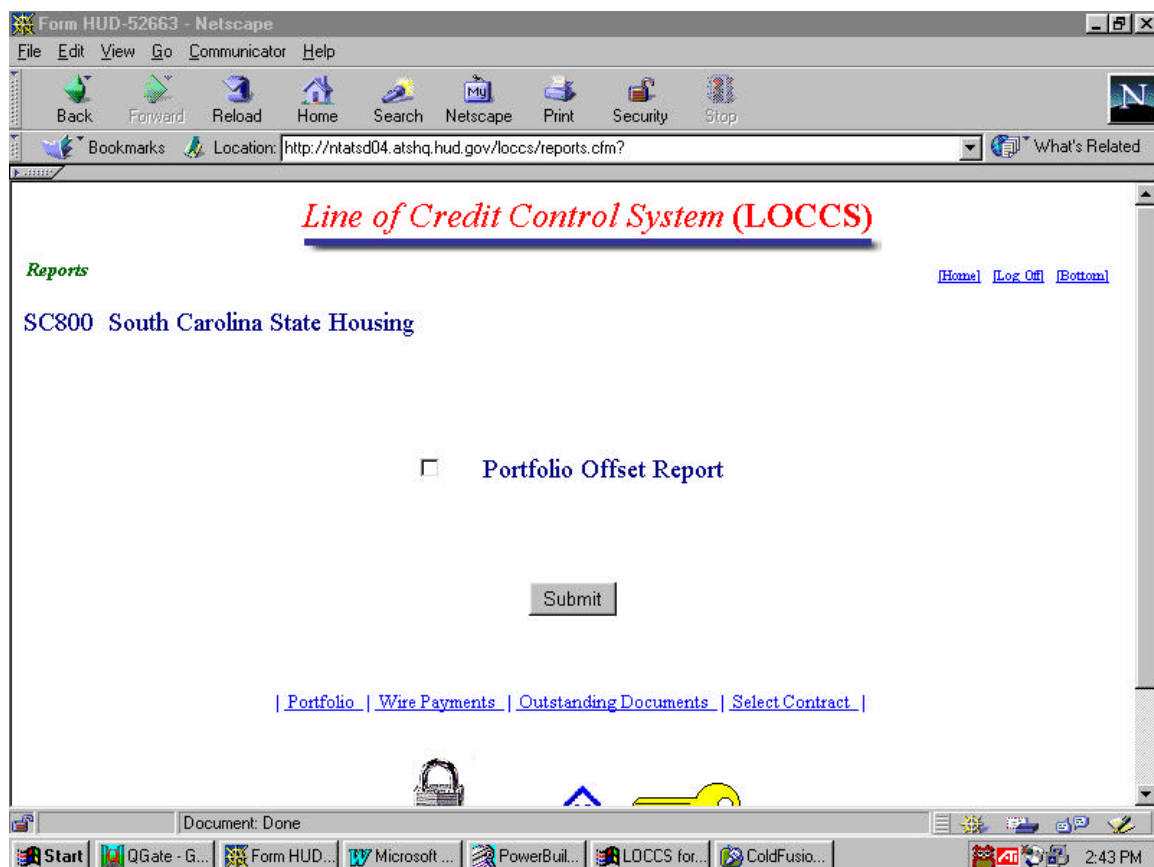
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2.24 Reports

Clicking Reports from the main menu displays the Report selection menu. Clicking the check box will schedule the selected report to run in a LOCCS overnight process, and be sent to the addresses maintained in the Email report distribution list. At the moment there is only one report selection which is the Offset report, however we anticipate more reports to be added once CA's use LOCCS-WEB and request information in hardcopy.

There will also be an automatic email sent every time a payment is made to the CA, detailing the contracts making up the wire transfer, similar to the Schedule Detail WEB screen.



2.25 *Email Offset Report*

Email messages through the internet will lose some of the formatting shown below. The columns will not line up perfectly, however it should still be very readable.

To: Christopher B. Davies/ADMIN/HHQ/HUD@HUD
cc: Kenneth A. Birrell/ADMIN/HHQ/HUD@HUD, Yavor Iliev/PIH/HHQ/HUD@HUD, Steve Hollar/ADMIN/HHQ/HUD@HUD, Kathy Danner/ADMIN/HHQ/HUD@HUD, John C. Husdale/ADMIN/HHQ/HUD@HUD
Subject: CA PORTFOLIO OFFSETS

Source: HUD-LOCCS
Report: CA Portfolio Offsets
As Of: 07-14-2000

SD800 South Dakota Housing Development Auth

Contract No	202 Loans	Year-End	Other	Total
SD990991201	2,511.34	0.00	0.00	2,511.34
SD99T781002	3,007.88	0.00	0.00	3,007.88
SD99T781003	14,741.25	0.00	0.00	14,741.25
SD99T810001	3,172.92	0.00	0.00	3,172.92
SD99T824002	2,799.73	0.00	0.00	2,799.73
SD99T824004	12,471.09	0.00	0.00	12,471.09
SD99T834004	5,221.52	0.00	0.00	5,221.52
SD99T844001	6,147.38	0.00	0.00	6,147.38
SD99T844002	2,565.69	0.00	0.00	2,565.69
SD99T844007	5,763.91	0.00	0.00	5,763.91
SD99T844010	1,642.99	0.00	0.00	1,642.99
SD99T884001	6,366.96	0.00	0.00	6,366.96
TOTALS	66,412.66	0.00	0.00	66,412.66
Total Projects:	12			